

ASX Release | 21 November 2025

# Confirmation of 7.5c per share capital return and shareholder payment instructions

**QuickFee Limited (ASX: QFE)** ("QuickFee", "Company") confirms a return of capital to shareholders of 7.5 cents per share ("Capital Return") and encloses instructions for shareholders to receive payment.

## OVERVIEW

### Capital return of 7.5 cps

- QuickFee received shareholder approval at the Company's Annual General Meeting on 18 November 2025 to return 7.5 cents per share (A\$28.5 million<sup>1</sup>) to shareholders
- Instructions on how to receive payment are being sent to shareholders and are attached to this announcement
- For further details please refer to the announcement on 3 October 2025.

## CAPITAL RETURN

The return of capital ("Capital Return") will return approximately A\$28.5 million of the proceeds of the recent sale of QuickFee's US Pay Now and Connect businesses. The balance of proceeds, after transaction costs and escrowed deposits, will be deployed in the business and reduce the current level of borrowings in line with the existing policy of keeping a minimum level of cash on hand.

Based on the current number of QuickFee's fully paid ordinary shares on issue of 380,174,411 on 20 November 2025 and a 7.5 cents per share cash return, this represents a cash payment to shareholders of approximately \$28.5 million in total.

### Capital Return timetable<sup>2</sup>

<b>Shareholder approval of Capital Return received at Annual General Meeting</b>	Tuesday, 18 November 2025
<b>Effective date of the Capital Return</b>	Wednesday, 19 November 2025
<b>Last day for trading of Shares entitled to Capital Return</b>	Thursday, 20 November 2025
<b>Trading in Shares on an 'ex return of capital' basis commences</b>	Friday, 21 November 2025
<b>Record Date for the Capital Return</b>	Monday, 24 November 2025
<b>Payment Date for the Capital Return</b>	Monday, 1 December 2025

<sup>1</sup> Subject to change based on prevailing number of shares on issue at record date.

<sup>2</sup> The dates in the timetable above (and any references to those dates throughout this announcement) are indicative only. The Company reserves the right to vary those dates in accordance with the applicable laws in its absolute discretion and without prior notice. If there are any changes to the dates in the timetable above, an announcement will be lodged with ASX and notified on the Company's website.

Further details of the Capital Return are set out in Appendix 1 to this announcement, including confirmed treatment of share options and performance rights issued under the QuickFee Performance Rights and Options Plan.

**Instructions on how to receive payment**

Instructions on how to receive payment are being sent to shareholders and are also set out in Appendix 2 to this announcement.

This announcement has been authorised for release by the directors.

– END –

For further information please contact:

Corporate: Simon Yeandle, CFO

p : +61 2 8090 7700

e : [simon.yeandle@quickfee.com](mailto:simon.yeandle@quickfee.com)

Investors: Katie Mackenzie

p : +61 455 502 197

e : [kmackenzie@bellevueir.com.au](mailto:kmackenzie@bellevueir.com.au)

**ABOUT QUICKFEE**

QuickFee (ASX: QFE) is a fast-growing financial technology company. Our mission is to help professional service firms accelerate their accounts receivables and get paid faster. With multiple online payment options and powerful e-invoicing integrations for practice management systems, the QuickFee platform speeds up the bill-to-cash cycle for firms.

Through the QuickFee portal, clients can pay their professional service provider with a credit or debit card, EFT transfer, or a payment plan over 3-12 months. It allows the client to set their own pace for payments while the firm gets paid upfront and in full.

QuickFee operates in the United States and Australia and focuses on serving the accounting and legal professions.

For more information and to stay up to date with the latest news and announcements, access investor-related resources and to post questions and feedback, please visit [quickfee.com](http://quickfee.com) or sign up to the QuickFee investor hub at [investorhub.quickfee.com](http://investorhub.quickfee.com).

## APPENDIX 1

### Capital Return details

#### Background

Shareholders have approved the return of up to \$29,129,868 by way of an equal return of capital to Shareholders pursuant to Chapter 2J.1 of the Corporations Act (Capital Return).

The Capital Return will be distributed by way of an equal return of capital to Shareholders pro rata to the number of Shares held on the Record Date, which is confirmed as 5:00pm (AEDT) on 24 November 2025 (Record Date).

The Capital Return will be funded from proceeds generated by the sale of its US Pay Now (ACH, Card and Connect) business as announced by the Company on 8 September 2025, forming part of the Company's available cash reserves. The Capital Return will be debited against the Company's share capital account. This constitutes a reduction in the Company's share capital and as such the Capital Return must be effected in accordance with sections 256B and 256C of the Corporations Act.

#### Amount of Capital Return

The Company estimates that the total amount available for the Capital Return and the estimated Capital Return per Share will be as follows:

Maximum total amount of the Capital Return	\$29,129,643
Relevant number of Shares to participate in Capital Return*	388,395,244
Capital Return per Share	\$0.075

\* This figure reflects the maximum number of Shares that could be on issue on a fully-diluted basis as at the Record Date.

The maximum total amount of the Capital Return has been calculated on the basis that all convertible Securities have been exercised or vested as at the Record Date.

All Shareholders will be treated in the same manner and the Capital Return will constitute an equal reduction of capital.

#### Impact of Capital Return

The primary advantage in approving the Capital Return is that it will enable the Company to return capital to its Shareholders, which is in excess of its current and anticipated medium term requirements.

In addition, Shareholders participating in the Capital Return will be able to do so without incurring transaction costs and the Capital Return will allow Shareholders to retain the same percentage of ownership in the Company.

A potential disadvantage of the Capital Return is that following its implementation, the Company will have a reduced capital base from which to operate. However, the Directors are of the opinion that the Company's net cash reserves post-Capital Return, along with cashflows from operations, will be sufficient for their intended use to support the Company's operations in the medium term.

While the Board currently has no reason to consider that the Company's financial position will change materially prior to the time of the Capital Return, it is possible that this may occur and the amount of the Capital Return may increase or decrease accordingly.

The Capital Return may have tax consequences for Shareholders and so may not suit the current financial position for all Shareholders.

The Company has sought tax advice and will assess, based on the tax opinion received from its advisers, whether it is in the best interests of Shareholders and the Company to seek a tax ruling from the ATO.

#### Part 4 of Appendix 3A.4 “Notification of cash return of capital”

Part 4 of Appendix 3A.4 “Notification of cash return of capital” deals with changes to option pricing and terms of performance rights as a result of the cash return of capital. Such changes are set out below as an accompanying addendum to the Appendix 3A.4 lodged today.

#### Part 4 – Changes to option pricing as a result of the cash return of capital

Question No.	Question	Answer
4.1	*Will the cash return of capital affect the exercise price of any entity-issued options  <i>If “yes”, please answer Q4.1a, if “no” go to Part 5.</i>	Y
4.1a	*Exercise price of options  <i>Please confirm the exercise price of options on issue before and after the cash return of capital. Please provide the amount in the primary currency in dollars (or equivalent denomination for foreign currency). Listing Rule 7.22.3 governs the change in exercise price of options in a cash return of capital. If there is more than one *security please include the additional *securities.</i>	

ASX *security code	ASX *security description	Quoted/unquoted	Currency	Exercise price before cash return of capital	Exercise price after cash return of capital
QFEAAA	QFEAAA OPTION EXPIRING 30-JUN-2028 EX \$0.085	N	AUD	0.085	0.010
QFEAAC	QFEAAC OPTION EXPIRING 30-JUN-2029 EX \$0.084	N	AUD	0.084	0.009
QFEAAD	QFEAAD OPTION EXPIRING 30-JUN-2029 EX \$0.095	N	AUD	0.095	0.020
QFEAAE	QFEAAE OPTION EXPIRING 30-JUN-2029 EX \$0.103	N	AUD	0.103	0.028
QFEAAF	QFEAAF OPTION EXPIRING 30-JUN-2029 EX \$0.115	N	AUD	0.115	0.040
QFEAH	QFEAH OPTION EXPIRING	N	AUD	0.580	0.505

ASX *security code	ASX *security description	Quoted/ unquoted	Currency	Exercise price before cash return of capital	Exercise price after cash return of capital
	31-JAN-2026 EX \$0.58				
QFEAI	QFEAI OPTION EXPIRING 30-JUN-2026 EX \$0.28	N	AUD	0.280	0.205
QFEAJ	QFEAJ OPTION EXPIRING 30-JUN-2026 EX \$0.319	N	AUD	0.319	0.244
QFEAK	QFEAK OPTION EXPIRING 30-JUN-2026 EX \$0.344	N	AUD	0.344	0.269
QFEAL	QFEAL OPTION EXPIRING 30-JUN-2026 EX \$0.382	N	AUD	0.382	0.307
QFEAP	QFEAP OPTION EXPIRING 30-JUN-2027 EX \$0.08	N	AUD	0.080	0.005
QFEAQ	QFEAQ OPTION EXPIRING 30-JUN-2026 EX \$0.28	N	AUD	0.280	0.205
QFEAR	QFEAR OPTION EXPIRING 30-JUN-2026 EX \$0.312	N	AUD	0.312	0.237
QFEAS	QFEAS OPTION EXPIRING 30-JUN-2026 EX \$0.344	N	AUD	0.344	0.269
QFEAT	QFEAT OPTION EXPIRING 30-JUN-2026 EX \$0.382	N	AUD	0.382	0.307
QFEAU	QFEAU OPTION EXPIRING 30-JUN-2027 EX \$0.091	N	AUD	0.091	0.016
QFEAV	QFEAV OPTION EXPIRING 30-JUN-2027 EX \$0.099	N	AUD	0.099	0.024
QFEAW	QFEAW OPTION EXPIRING 30-JUN-2027 EX \$0.11	N	AUD	0.110	0.035
QFEAX	QFEAX OPTION EXPIRING	N	AUD	0.062	0.000

ASX *security code	ASX *security description	Quoted/ unquoted	Currency	Exercise price before cash return of capital	Exercise price after cash return of capital
	30-JUN-2028 EX \$0.062				
QFEAY	QFEAY OPTION EXPIRING 30-JUN-2028 EX \$0.071	N	AUD	0.071	0.000
QFEAZ	QFEAZ OPTION EXPIRING 30-JUN-2028 EX \$0.076	N	AUD	0.076	0.001
QFEAM	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 15c prior to expiry	N	AUD	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 15c prior to expiry	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 7.5c prior to expiry
QFEAM	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 20c prior to expiry	N	AUD	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 20c prior to expiry	Vesting condition of the QFE share price reaching a 30 day Volume Weights Average Price of 12.5c prior to expiry
QFEAM	FY25 STI awards in lieu of cash STI (to vest and convert to one fully paid ordinary share each based on STI target achievement)	N	AUD	To vest and convert to fully paid ordinary shares based on STI target achievement	No change

## APPENDIX 2

### Instructions on how to receive the capital return payment

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All correspondence and enquiries to

**BoardRoom**

Boardroom Pty Limited  
ABN 14 003 209 836  
GPO Box 3993  
Sydney NSW 2001  
Tel: 1300 737 760 (within Australia)  
Tel: +61 2 9290 9600 (outside Australia)  
Fax: +61 2 9279 0664  
[www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)  
[enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)

Dear Shareholder,

#### **Reminder to update your Bank A/C Details for the upcoming QuickFee Share Capital Return**

#### **ACTION REQUIRED BY YOU**

1. If you have not nominated a bank account for direct credit of funds, you will need to provide your bank account details.
  - a. Provide your banking details online by visiting [www.investorserve.com.au](http://www.investorserve.com.au). To use this facility you need to register as a user by selecting the 'register now' button and completing the steps to create an account; or
  - b. Complete and return a Direct Credit Facility Form available [here](#)
2. If you do not provide your account details, your capital return payment will be mailed to you as a bank cheque. For any international shareholders the share registry will retain your payment until a bank account number is provided.
3. If you have already provided banking details, you do not need to take any further action.

Completed forms can be returned to our share registry Boardroom Pty Limited - scan and email to '[enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)' or fax to + 61 2 9279 0664.

If you have any questions please contact our share registry, Boardroom Pty Limited on 1300 737 760 within Australia, and on +61 2 9290 9600 from outside Australia.

Yours sincerely,

Simon Yeandle  
Chief Financial Officer  
QuickFee Limited

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Note: the above letter is being sent to all shareholders. The direct credit facility form referenced in 1(b) above is appended on the following pages.

# Company or Trust in which Investment is Held

Full Names(s)  
of Registered  
Holdings

Registered  
Address

Post Code

All correspondence and enquiries to:

**BoardRoom**  
Smart Business Solutions

Boardroom Pty Limited ABN  
14 003 209 836  
GPO Box 3993  
Sydney NSW 2001  
Tel: 1300 737 760 (within Australia)  
Tel: +61 2 9290 9600 (outside Australia)  
Fax: +61 2 9279 0664  
www.boardroomlimited.com.au  
enquiries@boardroomlimited.com.au

You are required to insert this number

Securityholder Reference Number (SRN) or Unitholder Identification Number (U)

## REQUEST FOR DIRECT CREDITING OF PAYMENTS

Please credit all payments from the above holding directly to our account at the following financial institution.

**Note: Where payments are to be made to an account held outside of Australia, a street address must be recorded for the holding. Please fill Section C if your registered address is a PO BOX or Non-Street Address (required under the Anti-Money Laundering and Counter Terrorism Financing Act 2006).**

### Section A - Please provide your bank account details

Select **ONE** option only:

**Domestic Accounts**

(for accounts domiciled within Australia, New Zealand, the United Kingdom or the United States only)

**SWIFT Accounts**

(for accounts domiciled outside Australia only)

**IBAN Accounts**

(for accounts domiciled within Europe, the United Kingdom and Brazil only)

BSB | Bank & Branch | Sort Code | ABA | SWIFT

Account Number | IBAN | CLABE Code (for Mexico only)

Name in which account is held

Suffix No. (for NZ Residents)

Name of bank or financial institution

Country in which bank or financial institution is located

Select **ONE** of the following currency options in which payments will be made:

If applicable mark here to terminate any reinvestment plan participation

Local Currency

USD

AUD

(please refer to step 3 on page 3 in relation to these payments)

**NOTE: If one of the above boxes is not ticked the currency will default to local currency.**

### Section B - Please provide your contact details

Contact Name

Phone Number - Business Hours

Phone Number - After Hours

Email Address (For payments to foreign bank accounts it is **mandatory** to provide your email)

**Section C - Please provide your Payment Address if your Registered Address is a PO BOX or Non-Street Address**

It is a regulatory requirement (under Australia's Anti-Money Laundering provisions) for a street address to be supplied to enable overseas payment transfers to be initiated through our overseas paying authority. **Please note:** we will not update your registered address. We will continue to send all correspondence to the current registered address on file.

Street Name and Number (cannot be a PO BOX)

City/Town/Locality

Postal Code

State/Country/Province

Country

**Section D - More Information is required for the following Countries**

In some instances we do require more information. This information will assist in minimizing any potential issues encountered and expedite receipt of funds to the Securityholder.

**For Brazil Only**

**For the ID Number requirement, please provide one of the following:**

CPF (Cadastro de Pessoas Fisicas)

CPNJ (Cadastro Nacional de Pessoas Juridicas)

RG (Registro Geral)

**For Chile Only**

Registro Unico Tributario (RUT) Number: Beneficiary Tax ID

**Beneficiary Account Type:**

Checking/Current Account

Saving Account

**For China Only**

Routing code: CNAPS Code 12 digits

**For India Only**

Routing Code: IFSC Code (11 digit code representing a specific branch locations)

FCRA Code (Only required for payment to NGOs)

**Section E - This section must be signed before your instructions are executed**

**Relevant to Sections A, B & D**

I/We authorise you to act in accordance with my/our instructions set out above. I/We acknowledge that these instructions supersede and have priority over all previous instructions relating to payments of dividends/distributions to which I/we am/are entitled to be paid in cash and that these instructions do not override any previous Reinvestment Plan instructions unless I/we have so indicated by ticking in the relevant box on page 1.

**Relevant to Section C**

I/We request you to process all payments to the above payment address.

I/We confirm that the above payment address provided is a street address and is not a PO Box.

**Relevant to Entire Form**

I/We hereby covenant to indemnify and forever keep indemnified the security issuer, the directors and trustees of the security issuer, Boardroom Pty Limited and the directors and officers of Boardroom Pty Limited from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against them by reason of compliance with this request.

I/We accept it is the full responsibility of the Securityholder to ensure the bank account provided is full and correct and able to receive the elected currency option. In the event there are any transfer failures or losses as a result of incomplete or erroneous bank details provided, or the currency option election, any and all losses, claims, currency differentials, market fluctuations resulting in loss or additional fees, or any other fees or expenses incurred, will be the full responsibility of the Securityholder and Boardroom Pty Ltd is not liable in any way.

**Individual or Securityholder 1**

**Sole Director & Sole Company Secretary**

**Securityholder 2**

**Director**

**Securityholder 3**

**Director/Company Secretary**

Day Month Year

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## Glossary of Terms

ABA:	A 9 digit American Banking Association routing code.
Bank & Branch:	A 6 digit Bank Branch code used in NewZealand (format is xx-xxxx).
BSB:	A 6 digit Bank State Branch code used in Australia (format is xxx-xx).
CLABE:	Beneficiary Account Number: 18 digits CLABE (only required for Mexican Peso).
CNAP Code:	China National Advanced Payments Code (usually a 12 digit code, only required for Chinese Yuan).
CPF:	Cadastro de Pessoas Fisicas for individual or contractors (only required for Brazilian Real).
CPNJ:	Cadastro Nacional de Pessoas for companies or businesses (only required for Brazilian Real).
FCRA Code:	Foreign Contribution Regulation Act Code (only required for payments to NGOs in India).
IBAN:	International Bank Account Number.
IFSC Code:	Indian Financial System Code (usually a 11 digit code, only required for Indian Rupee).
RG:	Registro Geral used to identify individual (only required for Brazilian Real).
RUT Number:	Registro Unico Tributario (Beneficiary Tax Id, only required for Chilean Peso).
Sort Code:	A 6 digit identifier issued to banks and other institutions in the United Kingdom used to identify specific branches within a Bank (format is xx-xx-xx).
Suffix No:	A 2 digit identifier used by New Zealand banks to identify specific account types.
SWIFT:	An 8 or 11 character bank routing ID used by SWIFT members to electronically transmit international wires. An 8 character SWIFT code represents the main branch of a bank and the 11 character SWIFT code represents a specific branch.

## Instructions on completing this form

When completing this form, please print details clearly in CAPITAL letters, using a black pen.

**Payments are not able to be made to accounts held outside of Australia where the only address on record is a Post Office Box. Please provide Boardroom with a street address (required under the Anti-Money Laundering and Counter Terrorism Financing Act 2006). If required, the Post Office Box can be retained as the mailing address.**

**Step 1** Select the type of account for your payments to be credited to (select ONE option only):

### Domestic Accounts

Select this option if your bank account is domiciled within:

Australia: Provide your account's BSB, account number and account name.

New Zealand: Provide your account's Bank & Branch, account number (7 digits), suffix number and account name.

The United Kingdom: Provide your account's Sort Code, account number and account name.

The United States: Provide your account's ABA, account number and account name.

### SWIFT Accounts

Select this option if you wish to receive your payments via SWIFT transfer (not available for Australian accounts). Please provide your bank's SWIFT, account number and account name. For New Zealand accounts, please also provide the suffix number.

### IBAN Accounts

Select this option if you are providing your bank account's IBAN (available for accounts domiciled within Europe and the United Kingdom). Please provide your bank account's IBAN and account name.

**Step 2** Provide the name of your bank or financial institution and the country in which your bank or financial institution is located.

**Step 3** Currency election - Please note: if you chose to have future payments deposited into the overseas bank account you have nominated in the currency you have elected, if the nominated overseas bank account does not accept deposits in the currency you have elected, the payment may be rejected. You may incur a fee as a result of that rejection and be subject to market fluctuations. Some financial institutions may also charge an extra fee to process AUD deposits.

If you are unsure please contact your financial institution before electing this option as it is your responsibility to ensure the nominated bank account can receive your elected currency option.

**Step 4** Provide details of the person who prepared this form so we can contact you if any information needs to be checked.

**Step 5** For payments to foreign bank accounts it is mandatory to provide your email address so we can contact you imminently if payment is rejected or there are any other issues with bank details or currency elections.

**Step 6** Provide your Payment Address. This is not applicable if your registered address is a street address. If your registered address is PO BOX address or Non-Street Address, please fill section C.

**Step 7** Section D is only applicable if receiving bank is located in Brazil, Chile, China or India.

**Step 8** Sign the form (see overleaf for signing instructions).

## Signing Instructions

Indicate the office held by signing in the appropriate space.

Individual:	This form is to be signed by the Securityholder.
Joint Holding:	Where the holding is in more than one name, all the Securityholders must sign.
Power of Attorney:	To sign as Power of Attorney, you must have already lodged the POA with Boardroom Pty Limited. Alternatively, attach a certified photocopy of the Power of Attorney to this form.
Companies:	Two Directors, Director & Company Secretary, or Sole Director & Sole Company Secretary can sign.

### Privacy Statement:

The personal information provided in this form is collected by Boardroom Pty Limited, as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)).

Your personal information is required for administration of the register of security holdings. Should some or all of the requested information not be provided correct administration of your security holding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited.

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### Please return the completed form by post, fax or email to:

**Post:** Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001  
Australia

**Fax:** +61 2 9279 0664

**Email:** [enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)